

The City's Permit Office is here to help ensure that your project goes smoothly. This brochure is intended to give you a general overview of what you need to obtain a permit. Some applications may require more in-depth analysis. You can come in and talk to our City Building and Zoning staff during business hours at **City Hall, 30 Church St., Room 121B,** or reach them at **585-428-6526.**



Julio Vázquez Sr
Commissioner of
Community Development



Robert J. Duffy, Mayor
City of Rochester, NY

City of Rochester

Department of Community Development
Bureau of Buildings and Zoning
City Hall, Room 121B
30 Church Street
Rochester, New York 14614



City of Rochester, New York

Dept. of Community Development
Bureau of Buildings and Zoning

Obtaining a Special Event Tent Permit



How to
Make the
Process Go
Smoothly.



1 Apply for a Permit:

- Tents smaller than 400 ft. do not require a permit.
- Provide the name, address and phone number of the property owner, the permit applicant and, if applicable, the contractor and/or plan preparer.
- Provide a project description including the size and location of tents and cooking equipment.

- If the contractor is a homeowner or individual contractor without Workers' Compensation Insurance, a Workers' Compensation waiver must be submitted.
- If the contractor has employees, a Certificate of Workers' Compensation Insurance, naming the City of Rochester as the certificate holder, is required.

You can obtain these forms at the Permit Office.

2 Follow Through with Application Requirements:

- Ensure that final inspection immediately upon installation is performed.
- Ensure that all work is performed as per the plans submitted with the permit application; and that no damage or encroachment occurs to adjacent property during construction.

3 Supply Additional Submissions:

- You must also include two (2) copies of an Instrument Survey Map of the property showing location of tents and devices.
- Flame Spread Certificate for tent material.

4 Pay the Required Fees:

The fee for your permit is **\$100.00** per property.

Helpful Information:

- Contact the Division of Fire Safety at **428-7037** if cooking facilities will be located inside the tent.
- The Division of Real Estate must approve all events taking place on city-owned parcels, call **428-6951** for more information.
- In no case shall any supports (i.e. poles, cables, stakes, ropes) extend over the lot line or public right-of-way.
- Temporary electrical service will require a separate electrical permit. Call **428-6526** for more information.
- Call **428-6526** with any questions during the planning stages.
- The City's TTY number is **428-7600**.
- Metered parking is available on N. Fitzhugh St. adjacent to the building. Other parking is available in the Sister Cities Garage across the street from City Hall.

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9:00 am – 4:45 pm

Questions? Call 311

www.cityofrochester.gov